

# APPLICATION FOR EMPLOYMENT

## Town of Greeneville

200 North College Street  
Greeneville, Tennessee 37745  
Telephone: (423) 639-7105

Incomplete applications or applications containing other than what is requested will be disqualified from consideration.

*(No Faxed Applications Will Be Accepted)*

Position Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
(First) (Last)

Present Mailing Address \_\_\_\_\_  
(Street & No.) (City) (County) (State) (Zip)

Telephone \_\_\_\_\_  
(Area Code/Home) (Area Code/Work) (Area Code/Cell/Other)

This document is a public record and open to inspection by any citizen of the State of Tennessee pursuant to TCA Section 10-7-503.

<b>AN EQUAL OPPORTUNITY EMPLOYER</b>
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The Town of Greeneville is an Equal Opportunity Employer. Applicants are considered for all positions and employees are treated during employment without regard to race, color, religion, sex, national origin, age, disability, or any other prohibited basis of discriminations, as provided under state and federal laws.
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**NOTICE TO APPLICANTS WITH DISABILITIES: IF YOU REQUIRE ACCOMODATIONS(S) TO COMPLETE THIS APPLICATION, PLEASE NOTIFY THE RECORDER'S OFFICE 48 HOURS IN ADVANCE AS TO THE SPECIFIC ACCOMODATION(S) NEEDED TO COMPLETE THIS APPLICATION. Phone: 423-639-7105**

**EDUCATION (Give complete history below)**

INSTITUTION	NAME	LOCATION (CITY AND STATE)
Elementary School		
High School		
	Are you a high school graduate?    Yes <input type="checkbox"/> No <input type="checkbox"/>	

**SECONDARY EDUCATION**

INSTITUTION	Name And Location	No. Of Yrs Completed	Did you Graduate?	Degree/Certificate
College/ University				
Graduate School				
Technical/ Trade School				
Other				

List technical/professional licenses or certificate of training

List office machines, vehicles or equipment you can operate

List your computer technology knowledge and experience

Experience Level:

Type of Computer:

Software Utilized:

Programming Languages:

**REFERENCES**

List three persons (not related to you) who have knowledge of your qualifications for the position(s) for which you are applying. These individuals may be former co-workers, teachers, etc. Do not list again any names of supervisors entered under employment data.

NAME	ADDRESS	TELEPHONE NUMBER

## EMPLOYMENT DATA

List your employment history beginning with your current or most recent employer, including all positions held (part-time, military, summer, etc.). Do not omit periods of unemployment. Use additional pages if necessary.

<b>Company Name</b>	<b>Phone No.</b>
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Address:

Position	Name of Immediate Supervisor
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Job duties and responsibilities:

Work schedule and hours worked:

Employed From:	To:	Annual Salary From \$	To \$
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Reason for leaving:

May we contact this employer? Yes  No

<b>Company Name</b>	<b>Phone No.</b>
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Address:

Position	Name of Immediate Supervisor
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Job duties and responsibilities:

Work schedule and hours worked:

Employed From:	To:	Annual Salary From \$	To \$
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Reason for leaving:

May we contact this employer? Yes  No

<b>Company Name</b>	<b>Phone No.</b>
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Address:

Position	Name of Immediate Supervisor
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Job duties and responsibilities:

Work schedule and hours worked:

Employed From:	To:	Annual Salary From \$	To \$
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Reason for leaving:

May we contact this employer? Yes  No

## ADDITIONAL INFORMATION

Do you hold a valid driver's license? Yes  No

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Some jobs require flexible work schedules and overtime. Do you have any personal or family situations which would prevent you from working flexible schedules (including weekends) or overtime when required with reasonable notice except for emergencies? Yes  No

Do you have a legal right to work in the United States? Yes  No

Have you been convicted of a felony or misdemeanor crime or released on probation or released from a detention facility in the past? NOTE: Answering yes does not automatically disqualify you from employment. Consideration will be given to the nature of the offense, date, and type of job for which you are applying. If yes, please explain giving date, place, nature of charge, and disposition of case:

Have you paid a fine for any traffic violations or had any convictions for such in the past three (3) years? Yes  No  If yes, please give date, place, offense/charge and disposition of case:

Additional Comments:

### List all relatives working for the Town of Greeneville

#### READ AND SIGN:

By my signature placed below, I authorize investigation of all statements contained in this application. I promise that the information provided herein is true and complete. I understand that any false or misleading information provided during the application or interview process will result in withdrawal from consideration from employment or my immediate discharge if I am hired, regardless of when discovered.

I hereby authorize any person or organization I have given as a reference, or by whom I have been previously employed to furnish the Town of Greeneville any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages, financial or otherwise.

I understand that if offered employment with the Town, my employment will be conditional upon the successful completion of a post-offer medical examination, background investigation, drug screening, and if applicable, a functional fitness test.

I understand that receipt of this application does not, by itself, create a contract of employment. It is understood that if I am employed I will be on an introductory status for a specified period, following which a decision will be made as to my continued employment.

Signature of Applicant

Date

***This application cannot be processed without an original signature.***